

# Johnny Jobseeker

(540) 000-0000 • JohnnyJobseeker@HireMe.com

DATE

Name of Person

Title

Company/Organization

Street Address

City, State, Zip Code

Dear Mr/Ms/Employer:

**Intro/Name Dropping Paragraph:** State the reason you are writing. Attribute the resource used in find out about the opening/company (placement center), friend, faculty, and news media). If you have the name of someone who recommended that you apply for the position, mention his or her name. Identify the **specific position** or type of work for which you are applying. Finish this paragraph with a statement as to why they should hire you.

**What You Know:** Explain why you are interested in working for this employer or in this line of work, and most importantly what your qualifications/accomplishments have been (academic background, work experience, project highlights.) If you're a long time resident, you can mention that as well. Refer to the enclosed résumé and point out achievements that relate to the employer's needs without duplicating exactly what is written on the resume.

**Toot Your Own Horn Paragraph:** Mention your personal assets, skills and talents that have contributed to your success. (detail-oriented, hard-worker, effective communicator, like to manage projects from conception through to the end.) State how your co-workers have described you. Tell the employer what you have that other people applying for the job might not have.

**Closing Paragraph:** Indicate that there is more to relate that would qualify you more fully for the position and state your desire for an interview. Add that you can be reached at the above telephone number or email address, or that you will call to set up a meeting at the recipient's earliest convenience.

Thank the reader for taking the time to review your application.

Sincerely,

NAME

Enc.